

**Minutes of the Board of Trustees
Normal Public Library
October 24, 2018**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Board Room of the Normal Public Library, Normal, Illinois on Wednesday, October 24. The meeting convened at 5:04 pm, Vice President Terry Lindberg presiding, and Jd Davis, secretary.

Members Present: Terry Lindberg, Vice President, Jd Davis, Secretary, Pam Lewis, Joel Studebaker, and Shawn Woodson, Treasurer.

Members Absent: Jess Ray, President, Katelyn Trunnell

Library Staff and Members of the Public Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, John Fischer, Adult Services and Circulation Manager, and Derek Beigh, Pantagraph.

Review of the Agenda: New Business Agenda Item B is tabled until the November meeting.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the September 26, 2018 meeting. Mr. Studebaker seconded. Motion carried 5-0.

Approval of Expenditures: Ms. Lewis moved to approve expenditures in the amount of \$55,655.73, and payroll in the amount of \$152,247.29 be paid. Ms. Davis seconded. Motion carried 5-0.

President's Report: In Mr. Ray's absence, Mr. Lindberg gave a short report. He invited all to the Child Protection Network fundraiser at noon on Friday, October 31.

Public Comment: None.

Library Director's Report: Mr. Chase noted that the door count was up recently. The new parking lot is successful, but a new place is needed to dump snow.

Mr. Chase informed the Board that he is still waiting on the per capita grant to become available. Ms. Lewis volunteered to do one section of the requirements for this grant.

Giving Tuesday information will be sent to all trustees.

Foundation Report: Ms. Lewis told the Board that the Annual Campaign will launch this November. The Foundation's next meeting is the second week of November.

New Business:

A. Approval of Architectural Services (Action)

Mr. Chase would like to retain the services of Product Architecture & Design to determine what is possible concerning accessibility and staff spacing in the current library. This is to complete the research required for the grant application that is due January 11. The Board will see the results during the

December meeting. Mr. Stuebaker asked if the Library was seeking to go above and beyond a focus only on compliance, and Mr. Chase stated that the goal was for significant accessibility improvements. Ms. Lewis moved to approve the measure, and Mr. Stuebaker seconded. Motion passed 5-0.

Unfinished Business: None noted.

Suggested Items for Next Agenda

- A. Library Budget Discussion.
- B. Enter Executive Session to review Executive Session minutes.
- C. Report from Ms. Trunnell about the ILA conference.

Adjournment: Ms. Lewis moved to adjourn the meeting, and Mr. Stuebaker seconded. Motion carried 5-0. Meeting adjourned at 5:34pm.

The next regularly scheduled meeting will be Wednesday, November 28, 2018 at 5:00pm in the board room of the Normal Public Library.